



PMI will issue a refund under the following circumstances:

- When the school receives notice of the student's intention to discontinue a course or training program, or,
- When the student is terminated for a violation of a published school policy which provides for termination,
- When a student, without notice, fails to attend classes,
- When a student discontinues or cancels a program or course
- If the school plans to discontinue a program. In this case, the school must notify the WTECB and affected students in advance. The notification must be in writing and must include at least data required under WAC 490-105-102(3).

The student will receive a refund automatically based on the student's last day of attendance when one of the following occurs:

- The school receives notice of the student's intention to discontinue training,
- The student is terminated for a violation of a published school policy that provides for termination

**Refund Payouts:** All refunds will be paid within thirty calendar days of the student's official termination date.

If training is terminated after the student enters classes, the school may retain the registration fee plus a percentage of the total tuition as described in the following table.

- If the student completes up to one week or 10% of the program, whichever is less, the school will refund 90% of the tuition cost.
- If the student completes more than one week or 10% of the program, but less than 25%, the school will refund 75% of the tuition cost.
- If the student completes 25% of the program, but less than 50%, the school will refund 50% of the tuition cost.
- If the student completes 50% or more of the program, no refund will be made.

### **NOTICE TO BUYER**

Do not sign this Agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this Agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the Agreement, school catalog, and any other papers you may sign. You are required to sign this statement acknowledging receipt of the Agreement and Catalog (if applicable).

This Agreement will be binding only when it has been fully completed, signed and dated by the student and an authorized representative of the school prior to the time instruction begins. Any changes in the Agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student. All pages of this contract are binding.

If you have not started training, you may cancel this Agreement by submitting written notice of such cancellation to the school at the address provided on the Agreement. Notice shall be submitted no later than midnight of the fifth business day (excluding weekends and holidays) following signing this Agreement or the written notice may be personally delivered to the school within that time. In the event of a dispute over timely notice, the burden to prove service rests on the sender.

PMI does not deny admission or discriminate against students enrolled on the basis of race, creed, color, sex, age, disability, or national origin.

It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed, written consent of the student or his/her parent or guardian, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

#### ***Special Notice during Flu Season***

Students who have been diagnosed or exhibit flu-like symptoms that could be communicated to others may be refused entry into class.

**ADA ACCOMMODATION:** Should you like to request reasonable accommodations per the ADA, please contact the Registrar who shall arrange for these accommodations in the classroom for students with special needs, as required by the Americans with Disabilities Act (ADA). For students in the Mate program, please refer to the Consent and Release form for the Training Disclosure section for the physical requirements of the program.

**ACKNOWLEDGEMENT BY SCHOOL:** Prior to being enrolled in this school, the applicant, whose signature appears below, has been made aware of the legal obligations he/she takes on by entering into a contract for training.

#### **ACKNOWLEDGEMENT BY ENROLLEE**

I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities. I understand and accept that a repayment obligation will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training. I understand that the enrollment contract I enter into will not be binding or take effect for at least five (5) days, provided that I have not entered classes sooner.

\_\_\_\_\_

*Student Signature*

\_\_\_\_\_

*Printed Name*

\_\_\_\_\_

*Date*

Accepted by \_\_\_\_\_

*for PMI*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Date*